SOMERSET CARE WEBSITE ADMINISTRATION USER MANUAL

Accessing the administration zone

To access the administration, please enter the URL below into your web browser. There are two levels of access; senior admin enables users to access and amend all areas of the site, HR admin allows HR users access to administer the careers section of the web site.

URL address: **http://www.somersetcare.co.uk/SCAdministration2010**

Senior administrator login information

Senior admin username : this information will be supplied to the user

Senior admin password : this information will be supplied to the user

Human resources login information

HR admin username : this information will be supplied to the user

Senior admin password : this information will be supplied to the user

When you have successfully logged into the site a "session" will have been registered, this means that should you leave your computer idle for more than 24 minutes, you will be automatically logged out of the system and will have to log back in to administer the site, this is a small security feature.

Once logged in you will be presented with a list of users registered to use the site. The interface is fairly simple and follows the design of the main site, with the horizontal navigation bar at the top and above that some smaller links to logout of the admin or jump to the main site.

Administering 'Users'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/users.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

From here you can assign users their own user name and password to access the administration part of the Somerset Care web site. To do this click on the 'users' navigation tab from the main menu.

To create a new user follow the steps below:

1. Click on 'add a new record'
2. Username - Enter a username here
3. Password - Assign a password
4. Type - select an administration level here;

    Administrator allows full access to administer the site

    HR User allows administration of the careers section only

5. Click submit to enter the info in the database

Administering 'Our Accommodation'

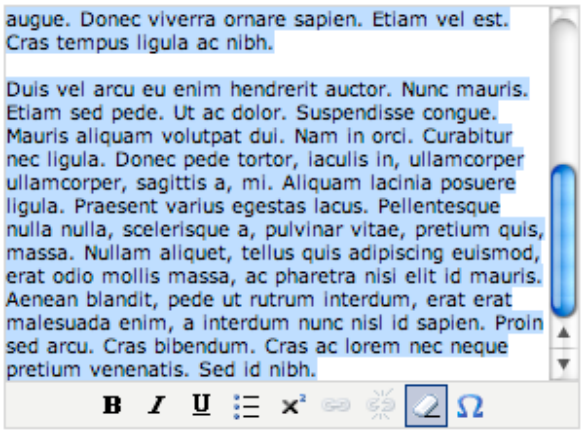
URL address*: **http://www.somersetcare.co.uk/SCAdministration2010/accommodation.php**

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

To administer accommodations, click on the navigation tab marked 'accommodation', you will see a list of the homes in the Somerset Care Group that have already been added to the system. To add a new home click on the **add new record** button, to edit an existing home then simply click on the home name.

The front end pages follow a strict layout to ensure consistency throughout this section of the site and the administration fields are built to reflect this. When adding a new home you will be presented with a form that reflects the front end, simply click into the boxes and enter your information.

(fig 1)


augue. Donec viverra ornare sapien. Etiam vel est. Cras tempus ligula ac nibh.
Duis vel arcu eu enim hendrerit auctor. Nunc mauris. Etiam sed pede. Ut ac dolor. Suspendisse congue. Mauris aliquam volutpat dui. Nam in orci. Curabitur nec ligula. Donec pede tortor, iaculis in, ullamcorper ullamcorper, sagittis a, mi. Aliquam lacinia posuere ligula. Praesent varius egestas lacus. Pellentesque nulla nulla, scelerisque a, pulvinar vitae, pretium quis, massa. Nullam aliquet, tellus quis adipiscing euismod, erat odio mollis massa, ac pharetra nisi elit id mauris. Aenean blandit, pede ut rutrum interdum, erat erat malesuada enim, a interdum nunc nisl id sapien. Proin sed arcu. Cras bibendum. Cras ac lorem nec neque pretium venenatis. Sed id nibh.

For the managers information you can add an image if you chose to do so, simply click on the browse button and locate your image then press open. Next you can add a message. There is a simple rich text editor (similar to MS Word) where you can type your content straight into the box and apply basic formatting (i.e. bold, italics, bullets). If you have content already in a MS Word format then highlight the text and select copy, place your cursor inside the RTE box and press select paste. Once this is done, highlight all the text and then click on the rubber icon (fig 1).

The next section allows you to upload images to the page. As before click on the browse button to locate your file and select open to apply them to the page. You will need to fill in the 'image caption' field so the front end user can see a description of the image if they hover over it.

The next section is information that relates to the home, as before simply enter your content into the RTE (Rich Text Editor) box.

The location section contains a dynamic Google Map, simply drag the marker to your desired location on the map and then use the zoom controls in the top left to place the marker with greater precision.

Once all content is entered click on the **submit** button to add the content to the database this content will automatically be added to the front end.

Administering 'Home Support'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010accommodation_home.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

The administration of this section is similar to that of 'Accommodation'. Click on the 'home support' tab from the main navigation to administer this section. As before you can either add a new base or edit an existing base.

By clicking on **add record** you will be presented with a similar set of form fields to fill out which are self explanatory.

The only difference to this part of the CMS is the location section. When adding a new base, you will need to enter in the catchment postcodes to aid in the front end search function. Enter all the postcodes you wish the front end user to search against in the postcode fields box separated by a comma.

You will then need to assign these postcodes catchment type criteria by checking one of the radio buttons under the postcodes field, for example if you enter the group of codes as:

GL1, GL2, GL3, GL4..

Then you will need to click on the first radio button so the search function will recognise that it only needs the check the database outer postcodes. If however you enter the postcode group as:

GL1 1, GL1 2, GL1 8, GL2 1...

Then click on the second radio button, this tells the search function to query the database for the outer postcode block and also the first character on the inner postcode block.

Finally, the location section contains a dynamic Google Map, simply drag the marker to your desired location on the map and then use the zoom controls in the top left to place the marker with greater precision.

Administering 'Careers'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/vacancies.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

To administer the careers section of the site, click on the 'careers' tab from the main navigation. You will be presented with a table of information that displays all live jobs on the system.

The first item located above the table is a dropdown menu to toggle the status of jobs, here you can either view 'live' jobs or 'archived' jobs (those that have passed their closing date)

The beneath displays current vacancy information and is split as follows:

Column 1 - Displays the date the job has been posted to the system

Column 2 - The checkbox represents whether certain vacancies will appear on the 'featured vacancies' listing items that are checked will appear on the front end, non checked items will be available from the vacancy search.

Column 3 - Displays the title of the vacancy

Column 4 - Enables you to delete a vacancy from the system

To add a new vacancy:

1. Click on the 'new record' button
2. Job title - Enter the title of the vacancy in this field
3. Closing date - Click the button to launch a calender then select the appropriate closing date for the position, if no date is selected then a mandatory 4 week closing date is assigned, although this won't appear on the front end, after 4 weeks the vacancy will be automatically archived
4. Job type - Select an option from the menu that is appropriate to the vacancy
5. Vacancy level - There are two options to choose from the dropdown dependant on the seniority of the vacancy. Selecting 'general vacancy' assigns the position a standard application form in the front end, subsequently selecting 'senior vacancy' assigns the position the full application form.
6. Salary - Enter the salary criteria for the position in this field
7. Hours - Enter the hours for the position in this field
8. Accommodation - If the vacancy is assigned to a home, you choose one from this dropdown. Also from here if the vacancy is 'head office' or 'training centre' you can select these options from the list as well.

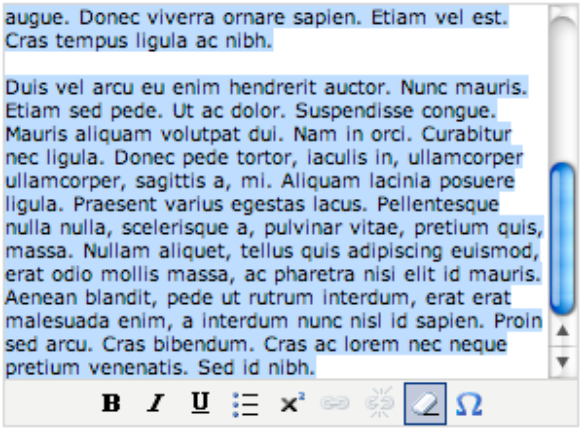
Administering 'Careers' continued

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/vacancies.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

9. Location - Select an option from the menu to assign the vacancy to a county

10. Description - This field contains is a simple rich text editor (similar to MS Word) where you can type your content straight into the box and apply basic formatting (i.e. bold, italics, bullets). If you have content already in a MS Word format then highlight the text and select copy, place your cursor inside the RTE box and press paste. Once this is done, highlight all the text and then click on the rubber icon (fig 2), this will remove Microsoft Word's own formatting which often interferes with HTML encoding.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Duis vel arcu eu enim hendrerit auctor. Nunc mauris. Etiam sed pede. Ut ac dolor. Suspendisse congue. Mauris aliquam volutpat dui. Nam in orci. Curabitur nec ligula. Donec pede tortor, iaculis in, ullamcorper ullamcorper, sagittis a, mi. Aliquam lacinia posuere ligula. Praesent varius egestas lacus. Pellentesque nulla nulla, scelerisque a, pulvinar vitae, pretium quis, massa. Nullam aliquet, tellus quis adipiscing euismod, erat odio mollis massa, ac pharetra nisi elit id mauris. Aenean blandit, pede ut rutrum interdum, erat erat malesuada enim, a interdum nunc nisl id sapien. Proin sed arcu. Cras bibendum. Cras ac lorem nec neque pretium venenatis. Sed id nibh.

(fig 2)

11. Document - Using the 'choose file' button you can attach extra documentation that will appear on the front end for the user to download

12. Finally press submit and the job will be added to the database and return you to the table that lists all current vacancies. Remember that if you wish to add the vacancy to the front end featured vacancy list then click the checkbox that appears next to the vacancy.

Administering 'Comments'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/comments.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

From the main site, the general public can submit comments relating to care they have received from Somerset Care. A small form is available for the user to fill out and submit. The forms are submitted to the designated email address, in this case:

hannah.rowe@somersetcare.co.uk and **claire.blannin@somersetcare.co.uk**

Initially you will receive an email indicating that a new comment has been submitted via the web site, this will include a copy of the comment. You will need to login to the admin to edit and approve the content. Once you have logged in, click on the 'comments' navigation tab. The first screen will show a table of all current comments that have a state of 'offline', this means that they are not live on the site. Click on the comment name which will take you to a replication of the front end form. Here you can review the content and edit where necessary from the RTE (rich text editor). When finished simply change the 'status' to online, click on the 'update' button and the comment will be automatically posted to the main site.

You will be returned to the comments listing table, the offline comment has now been transferred to the 'online' listing table, to access this simply change the dropdown menu to online and a new listing will appear showing all live comments.

Administering 'Developments'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/developments.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

When The Somerset Care Group undertake a new a development you can let the general public know by updating this information via the admin which will display on the main site.

Click on the 'developments' tab of the main navigation. The first screen is a listing of current developments that are live on the site. To add a new development click on the 'add new record' tab. The next screen contains form fields to enter your data, this is slit into three sections; Detail, Images, Location.

Section 1 - Detail

The fields are fairly self-explanatory:

Name - name of development
Address - address of development
Telephone - development number (if applicable)
Fax - as above
Email - as above
Body - This contains an RTE (rich text editor) where you can enter information about the site development

Section 2 - Images

If you have any photos of the development you may upload them here, don't forget to enter a descriptive caption to aid the front end user.

Section 3 - Location

The location section contains a dynamic Google Map, simply drag the marker to your desired location on the map and then use the zoom controls in the top left to place the marker with greater precision.

Administering 'Events'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/developments.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

All homes have events going on throughout the year and this can be kept up-to-date through the admin, to access this click on the 'events' navigation tab.

The first screen you will see is a list of all the events going on within the Somerset Care Group. To simplify the list you can change the dropdown to display only the events for a particular care home.

To add a new event follow the steps below:

1. Click on 'add new event'
2. Title - Enter the title of the event here
3. Date - Click on the 'set date' button to launch the dynamic calender, simply select a date appropriate to the event
4. Accommodation - Choose a home from the dropdown menu for which the event will be held at.
5. Body - If you have a description for the you can enter the information into the RTE (rich text editor)
6. Images - If you have any images relating to the site you can upload them by clicking the 'choose file' button and browsing to your image.
7. Document - If you have any documentation that a user can download for the event again click on the 'choose file' button to browse and upload your document.

Administering 'News'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/news.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

From the main site, the general public can submit news items relating to Somerset Care. A small form is available for the user to fill out and submit. The forms are submitted to the designated email address for review and approval, in this case:

hannah.rowe@somersetcare.co.uk and **claire.blannin@somersetcare.co.uk**

Initially you will receive an email indicating that a new news item has been submitted via the web site, this will include a copy of the story. You can then edit the copy as you see fit. Once you are happy with the content, please follow the steps below to enter the new content into the admin.

1. Edit the received copy as you see fit in whatever text editor you choose
2. Select the text and press copy (CTRL + C)
3. Log in to the admin (if you haven't already done so)
4. Click on the 'news' tab from the main admin
5. Click on the 'add new record' button
6. Title - enter the title of the news story here
7. News type - here you can choose to assign the news story to either appear in the main news section of the site or the careers news section
7. Date - set a date for the posting of the news story
8. Body - Paste your received edited copy into the RTE (rich text editor) and apply any further styling if you so wish
9. If you want to add an image you can do so by clicking on the 'choose file' button and browsing to your desired image
10. Document - If you have any documentation that a user can download for the news story again click on the 'choose file' button to browse and upload your document.

If you wish to enter a news article from scratch the above steps can be followed.

Administering 'Press Releases'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/pr.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

To add a press release to the main site simply follow the steps below:

1. Click on the 'press releases' tab on the main navigation
2. Click on the 'add new record' button
3. Title - enter the title of the press release here
4.. Date - set a date for the press release by clicking on the 'set date' button
5. Document - click on the 'chose file' button and then browse to the press release on your system
6. Click submit and the new press release is added to the database and will appear on the main site

Administering 'Publications'

URL address*: http://www.somersetcare.co.uk/SCAdministration2010/publications.php

*You can access the page direct from this URL however if you have not logged in you will be asked to do so.

To add a publication to the main site simply follow the steps below:

1. Click on the 'publications' tab on the main navigation
2. Click on the 'add new record' button
3. Title - enter the title of the publication here
4.. Date - set a date for the publication by clicking on the 'set date' button
5. Document - click on the 'chose file' button and then browse to the publication you wish to upload from your system
6. Click submit and the new publication will be added to the database and will appear on the main site

If you wish to remove a publication from the main site simply go to the publications section of the admin and click delete next to the publication item you wish to remove